

DDA Registry
File OTM (Mag)
X Security

Director of Security

ATT: DDA 76-1843 & 2022; Draft Response

Bob:

At the risk of boring you with trivia, would you please take a look at the attached draft concerning after-hours security checks. As you will recall, ADMAG raised some questions to which you had responded.

STATINTL



EO/DDA

28 Apr

Attachments:

1. DDA 76-1843, Memo to DDA from ADMAG, Dated 9 April 76
2. DDA 76-2022, Memo to DDA from D/Security, Dated 21 April 76
Subject: After-Hours Security Checks
3. Draft Memo to DDA Office Directors from DDA, Subject:
After-Hours Security Checks

EO/DDA  :lm (28 Apr 76)

Distribution:

Orig RS - D/Security, w/atts
① - DDA Subject
1 - DDA Chrono
1 - RFZ Chrono

STATINTL

DDA 76-2567

21 MAY 1976

MEMORANDUM FOR: All DDA Office Directors and Staff
Elements

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : After-Hours Security Checks

1. The Directorate of Administration's Management Advisory Group has drawn my attention to certain after-hours security procedures that are questionable in nature.

2. These procedures involve:

(a) Expanded hours of business which often require the security checkers to remain as much as an hour after close of business to perform security checks. Even though they may be reimbursed for this overtime, the practice appears questionable.

(b) Some offices assign security checks only to the lower grade employees who most often should not be assigned this responsibility.

(c) Some areas requiring security checks are so extensive that the thoroughness with which the check is made is questioned and the time it takes to complete the check is considered excessive.

(d) In some offices a security violation brings about the imposition of additional checks in an attempt to prevent future violations. One employee's error, therefore, becomes a burden to many employees of an office.

3. [REDACTED] paragraph 18, specifies that operating officials are responsible for insuring that the required security checks are properly made, for arranging for the designation of security check officers, and for requiring additional after-hours security checks if deemed necessary.

STATINTL

4. There is no question that a formal after-hours security check system is essential for the necessary protection of the classified holdings of this Agency. On the other hand, if that formalized system carries with it some detrimental facets affecting employees, I should think they would be easily enough corrected.

5. I would appreciate your having a look at your procedures on after-hours security checks to determine whether or not they can be streamlined and made more efficient and less onerous. I am concerned that where the area to be checked is unnecessarily large and procedures become over-formalized, checks can become routine, subconscious acts which contribute to errors and violations. I would suggest as well that if you have questions, you contact the Office of Security, either for advice or to survey your security check system.


John F. Blake

Distribution:

- 1 - Each DDA Office Director
- 1 - DDA/AI
- 1 - DDA/AR
- 1 - DDA/PS
- 1 - DDA/CMO
- 1 - DDA/ISAS
- 1 - DDA/IPS
- 1 - DDA/AA
- 1 - DDA/RCB
- 1 - DDA/HS
- 1 - DDA/SSA

STATINTL

28 April 1976

D R A F T

MEMORANDUM FOR: All DD/A Office Directors and Staff
Elements

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : After-Hours Security Checks

1. The Directorate of Administration's Management Advisory Group has drawn my attention to certain after-hours security procedures that are questionable in nature.

2. These procedures involve:

(a) Expanded hours of business which often require the security checkers to remain as much as an hour after close of business to perform security checks. Even though they may be reimbursed for this overtime, the practice appears questionable.

(b) Some offices assign security checks only to the lower grade employees who most often should not be assigned this responsibility.

(c) Some areas requiring security checks are so extensive that the thoroughness with which the check is made is questioned and the time it takes to complete the check is considered excessive.

STATINTL (d) In some offices a security violation brings about the imposition of additional checks in an attempt to prevent future violations. One employee's error, therefore, becomes a burden to many employees of an office.

STATINTL 3. ~~██████████ establishes that security is the responsibility of the responsible authority defined as the Deputy Director. ██████████~~ paragraph 18 specifies that the operating official ^{SAR} is responsible for insuring that the required security checks are properly made, for arranging for the designation of security check officers and for requiring additional after-hours security checks if deemed necessary.

4. There is no question that a formal after-hours security check system is essential for the necessary protection of the classified holdings of this Agency. On the other hand, if that formalized system carries with it some detrimental facets affecting employees, I should think they would be easily enough corrected.

5. I would appreciate your having a look at your procedures on after-hours security checks to determine whether or not they can be streamlined and made more efficient and less onerous. I am concerned that where the area to be checked is unnecessarily large and procedures become over-formalized, checks ^{can} become routine subconscious acts which contribute to errors and violations. I think we should be constantly alert to this hazard.